

Montana Office of Public Instruction



Denise Juneau, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov

**School Tobacco Use Prevention and Education Program
2008-2009 YEAR END PERFORMANCE REPORT**

Deadline: May 8, 2009

Instructions: Complete and return by fax or mail to:

Montana Office of Public Instruction
Attn: Tobacco Prevention Program
PO Box 202501
Helena, MT 59620-2501
Fax: (406) 444-2955

I. General Information

Applicant		Mailing Address	
Project Coordinator		Title	
Telephone (406)	Fax (406)	E-mail	
Authorized Representative Name (print)		Authorized Representative Signature (required)	

**II. 2008-2009 Grant Cycle
Program Review**

Provide a narrative review of the original needs assessment and project design and complete the table below to include related goals, objectives and activities that have been accomplished during the current grant cycle.

Needs Assessment - List local priorities, data, community needs, problem identification, and program needs.

Examples: 2007 YRBS data shows XXX school district has higher tobacco usage rates among students than the state average. School discipline data indicate an decrease in tobacco possession violations among students in recent years, however funding to support the School Resource Officer was discontinued in 2008.

Project Design - Describe in a few sentences the proposed method or plan for change for the 2008-2009 school year.

Example: Media literacy curriculum will be integrated into the middle school curriculum to prevent and reduce tobacco use. Age-appropriate curriculum materials will be purchased and training will be provided to teachers. Students will complete pre and post test surveys to measure effectiveness.

Complete the table below by listing specific goals, objectives, activities that were accomplished for each goal along with person/entity responsible.

Goal(s) (main purpose)	Objectives (steps to reach goals)	Activities (efforts)	Date Accomplished	Person/Entity Responsible
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Example: Educate students and staff about the marketing tactics of the tobacco industry	Provide media literacy training for middle school teachers Students in grades 6-9 will participate in media literacy classes.	A media literacy training workshop was held and attended by 7 middle school staff Students completed media literacy curricula pre and post tests.	9/26/2008 1/6/2009 2/9/2007	Mary Smith- School district training coordinator Joe Smith Middle school English teacher

Project Evaluation

Explain what evaluation measures were used to show overall achievements and cite data references.

Sustainability

Describe how the current project serves to build infrastructure and sustainability for future school years.

III. 2008-2009 Grant Cycle Budget Review

Complete a 2008-2009 expenditure of funds to date in the table below.

Budget items	Proposed Expense	Actual Expense	Remaining Funds
Personnel Salaries			
Annual Rate @ \$_____/yr			
Hourly Rate @ \$_____/hr			
Total Hours Worked to Date = _____			
Fringe Benefits (include rate and basis for calculation)			
Operating Expenses			
Travel & Per Diem			
Supplies/Materials			
Transportation			
Telephone			
Postage			
Utilities			
Contractual			
Indirect Costs			
Total			

Budget Summary

A) Describe budget details in narrative form to include personnel salaries and fringe benefits (including specifics used to calculate compensation for each paid employee such as annual or hourly wage and related number of hours worked), operating expenses (including travel, supplies, materials, equipment, transportation, telephone, postage, utilities, contractual) and indirect costs.

B) If applicable, provide a brief narrative of budget changes from what was initially proposed in the original grant application and a justification for the request.

Was a budget modification form submitted and approved by OPI for requested changes? (Y/ N) _____

	VI. 2008-2009 Grant Cycle Collaborative Efforts	
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Describe what school partnerships that were expanded or established with students, school, families, community organizations, coalitions and local MTUPP contractors to implement the project.

Students

School

Families

Community Organization

MTUPP Contractor

	VIII. 2008-2009 Grant Cycle Quality Assurance	
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What problems or obstacles were experienced, if any, in implementing the project?

Describe solutions you implemented to overcome these problems.

Achievements

Please list, in your opinion, the most significant achievements to prevent tobacco use among youth in your school district over the entire 3 year grant cycle.

IX. Signatures		
Signature of Authorized Representative	Date / /	
Signature of Project Coordinator	Date / /	